DOCUMENT RESUME

ED 314 010 IR 014 051

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TITLE	Merging Data Base and Word Processing Files Using Appleworks V1.3 and the Apple IIe Computer. First Edition.
INSTITUTION	Dependents Schools (DOD), Washington, DC. Pacific Region.
PUB DATE	88
NOTE	22p.; For other titles in this series, see IR 013 968-979, IR 014 050-055, ED 304 090, and ED 305 087.
PUB TYPE	Guides - Classroom Use - Materials (For Learner) (051)
EDRS PRICE	MF01/PC01 Plus Postage.
DESCRIPTORS	*Computer Software; *Database Management Systems; Databases; Instructional Materials; *Microcomputers; *Word Processing
IDENTIFIERS	*Apple IIe; *AppleWorks

ABSTRACT

This guide was developed as a "how to" training device for merging database and word processing files using Appleworks and the Apple IIe computer with a Duodisk or two disk drives. Step-by-step directions are provided for transferring the database file, printing the file, moving to the word processor file, and merging documents. Also included are directions for altering the width of the database information. For each step, a diagram of the of the screen display is included. (GL)

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ED314010

MERGING DATA BASE AND WORD PROCESSING FILES USING APPLEWORKS V1.3 AND THE APPLE IIe COMPUTER

FIRST EDITION

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INTRODUCTION

"Merging Data Base And Word Processing Files Using AppleWorks V1.3 And The Apple IIe Computer" was developed for use as a "how to" training device. It can be used with Apple IIe computers which have a Duodisk or two disk drives. Its development was accomplished using an Apple Duodisk drive, 5 1/4" floppy disks, and the 1.3 Version of the AppleWorks program. The pictures one sees in the Figures of this document are those that will be seen when V1.3 of the AppleWorks program is used to merge data base files into word processor files. Generally, other versions of the AppleWorks program, as well as the smaller disk drives presently available on the market, may be used in conjunction with the document. If the document is to be used as it was intended at the time of development, users must have the following items available to them:

1. Apple IIe computer.

2. A Duodisk or two disk drives.

3. AppleWorks startup and AppleWorks program disks. These items may be located on opposite sides of the same computer disk.

4. One data disk upon which is stored, a word processor and a data base file.

If this document is to be used as it was intended, users must know how to:

1. Turn on the computer.

2. Bring word processor and data base files from a data disk to the computer desktop.

After using this document, Apple IIe computer operators should be able to use AppleWorks V1.3 to transfer data base files into word processing documents. Additional guidance in this regard may be found in the AppleWorks program manual which accompanies the purchase of the program. Manuals are also available from many bookstores.

Mistakes found in this document are our's.

RMS
DSS

S
T
E
P
S

DIRECTIONS

01. File Loading. Bring the data base file and the word processing file with which you wish to work to the desktop.

02. Transferring The Data Base File.

a. Selecting the data base file.

(1) Press the OPEN-APPLE and the "Q" (quick switch) keys at the same time (see Figure 1).

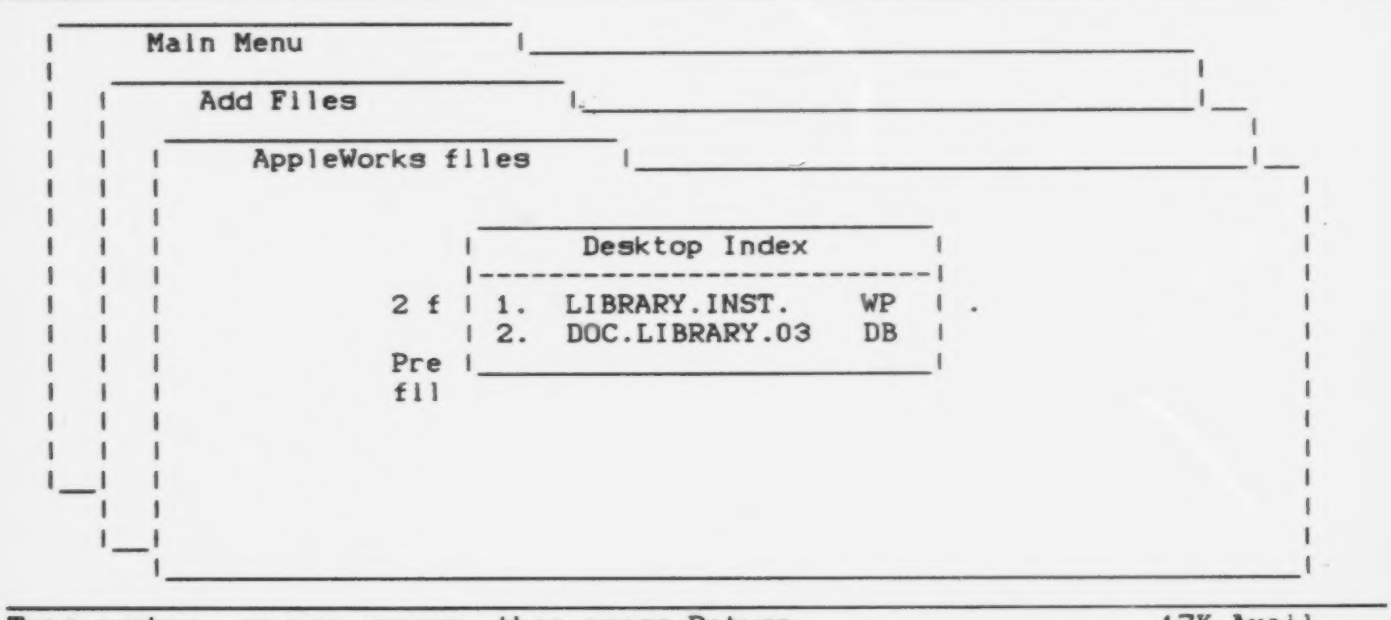

Figure 1. The Monitor Screen Showing The Quick Switch Function.

(2) Using the DOWN-ARROW key if necessary, highlight the data base file.

(3) Press the RETURN key once. Figure 2 shows an example of a data base file.

File: DOC.LIBRARY.03 REVIEW/ADD/CHANGE Escape: Main Menu

Selection: All records

DOC. N	DOC. T	KEY WORD	SUBJECT	TITLE	AUTHOR	DATE	DISK NO	DOC. FORM	DOC. RCVR/US
00001	WP	Training	FESEC S	Instr	Schlen	Sep	000001	Instructi	LORSTA's
00002	WP	Training	Communi	Radio	Schlen	Sep	000001	Lesson Pl	LORSTA's
00003	WP	Training	Communi	Messa	Schlen	Sep	000001	Lesson Pl	LORSTA's
00004	WP	Training	Instruc	Lesso	Schlen	Sep	000001	Lesson Pl	LORSTA's
00005	WP	Training	Human R	HR/Cl	Schlen	Sep	000001	Lesson Pl	LORSTA's
00006	WP	Training	Safety	Gener	Schlen	Sep	000001	Lesson Pl	LORSTA's
00007	WP	Training	Safety	Elect	Schlen	Sep	000001	Lesson Pl	LORSTA's
00008	WP	Training	Safety	Motor	Schlen	Sep	000001	Lesson Pl	LORSTA's
00009	WP	Training	Safety	Fuell	Schlen	Sep	000001	Lesson Pl	LORSTA's
00010	WP	Training	Safety	Power	Schlen	Sep	000001	Lesson Pl	LORSTA's
00011	WP	Training	Safety	Prote	Schlen	Sep	000001	Lesson Pl	LORSTA's
00012	WP	Training	Records	Recor	Schlen	Dec	000002	Letter	LORSTA's
00013	WP	Training	Lesson	Use o	Schlen	Dec	000002	Letter	LORSTA's
00014	WP	Training	Trainin	FESEC	Schlen	Dec	000002	Letter	LORSTA's
00015	WP	Training	Trainin	FESEC	Schlen	Dec	000002	Letter	LORSTA's

Type entry or use @ commands @-? for Help

Figure 2. The Monitor Screen Showing An Example Data Base File.

b. Printing The Data Base File.

(1) Press the OPEN-APPLE and the "P" keys at the same time (see Figure 3).

```
File: DOC.LIBRARY.03                REPORT MENU          Escape: Review/Add/Change
Report: None

==========================================================================

                        1.  Get a report format
                        2.  Create a new "tables" format
                        3.  Create a new "labels" format
                        4.  Duplicate an existing format
                        5.  Erase a format

--------------------------------------------------------------------------
Type number, or use arrows, then press Return                    17K Avail.
```

Figure 3. The Monitor Screen After Selecting The Print Option.

(2) Use the ARROW key if necessary to highlight the "Create a new tables format."

(3) Press the RETURN key once. Your monitor screen should appear similar to the picture shown in Figure 4.

```
File: DOC.LIBRARY.03          NAME THE NEW REPORT          Escape: Report Menu
Report: None

==========================================================================

--------------------------------------------------------------------------
Type a name for the report:                                      18K Avail.
```

Figure 4. The Monitor Screen After Selecting The Create Tables Option.

(4) Type a name for your report. An example is provided in Figure 5.

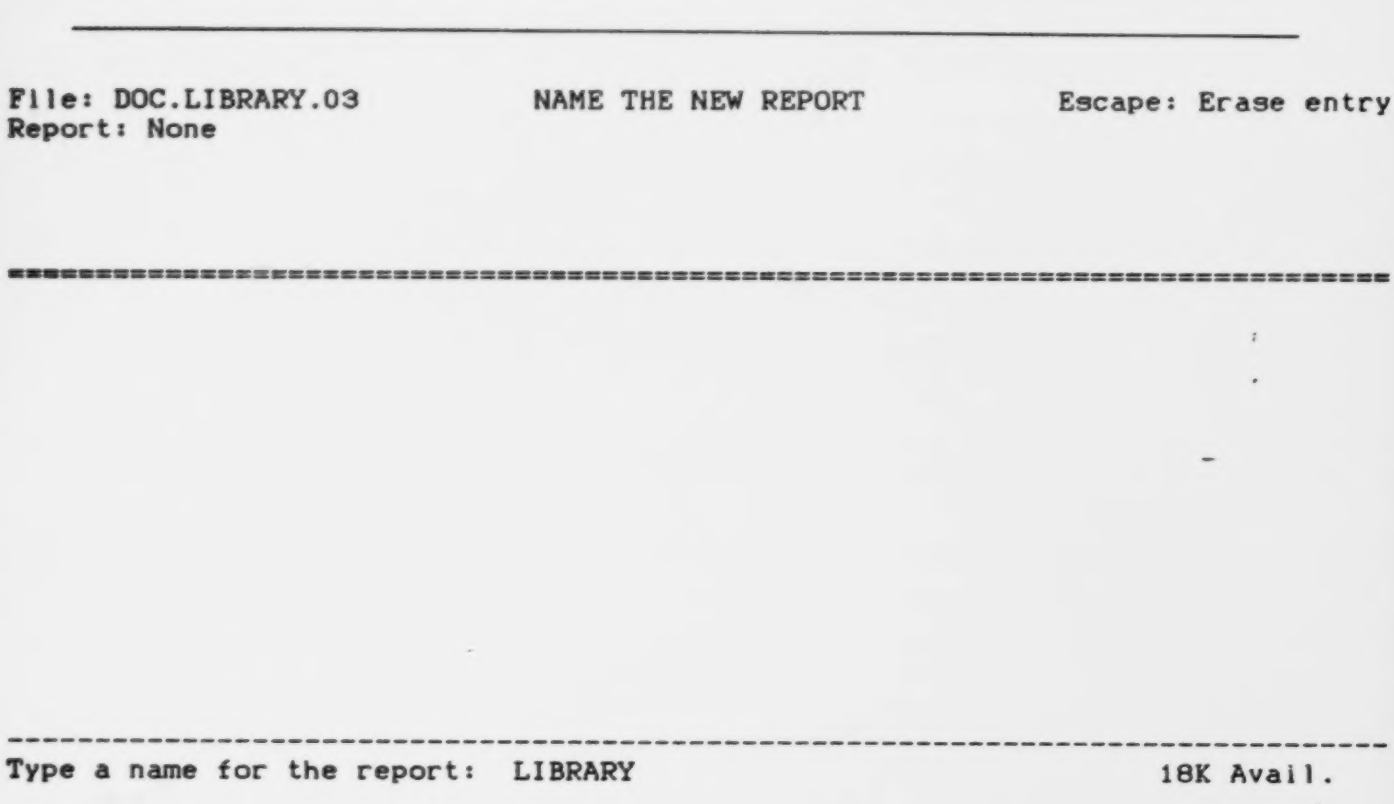

Figure 5. The Monitor Screen Showing An Example Report Name.

(5) Press the RETURN key once (see Figure 6).

```
File: DOC.LIBRARY.03                REPORT FORMAT              Escape: Report Menu
Report: LIBRARY
Selection: All records

================================================================================
--> or <--  Move cursor                          @-J  Right justify this category
 >  @   <   Switch category positions            @-K  Define a calculated category
--> @  <--  Change column width                  @-N  Change report name and/or title
@-A  Arrange (sort) on this category            @-O  Printer options
@-D  Delete this category                       @-P  Print the report
@-G  Add/remove group totals                    @-R  Change record selection rules
@-I  Insert a prev. deleted category            @-T  Add/remove category totals
--------------------------------------------------------------------------------

DOC. NO:     DOC. TYPE:   KEY WORD:    SUBJECT:     TITLE:        AUTHOR:      D
-A---------- -B---------- -C---------- -D---------- -E---------- -F---------- -
00001        WP           Training     FESEC Std Tn Instructions  Schlenker    S
00002        WP           Training     Communicatio Radiotelepho  Schlenker    S
00003        WP           Training     Communicatio Messages      Schlenker    S

-------------------------------------------------------------------- More --->
Use options shown above to change report format                    17K Avail.
```

Figure 6. The Monitor Screen Showing The Report Name Entered.

(6) Press the OPEN-APPLE and the "P" keys at the same time (see Figure 7).

```
File: DOC.LIBRARY.03          PRINT THE REPORT          Escape: Report Format
Report: LIBRARY
Selection: All records

================================================================================
                    Where do you want to print the report?

                    1.  Apple DMP

                    2.  ImageWriter

                    3.  EPSON

                    4.  The screen

                    5.  The clipboard (for the Word Processor)

                    6.  A text (ASCII) file on disk

                    7.  A DIF (TM) file on disk
--------------------------------------------------------------------------------
Type number, or use arrows, then press Return                      17K Avail.
```

Figure 7. The Monitor Screen After Selecting The Print Function A Second Time.

(7) Use the DOWN-ARROW key and highlight the, "The clipboard (for the word processor)" option.

(8) Press the RETURN key once (examine Figure 8).

```
File: DOC.LIBRARY.03                PRINT THE REPORT    Escape: Restore former entry
Report: LIBRARY
Selection: All records

Type report date or press Return:                                    17K Avail.
```

Figure 8. The Monitor Screen After Selecting The Word Processor Option.

(9) Type today's date (see Figure 9).

```
File: DOC.LIBRARY.03                PRINT THE REPORT    Escape: Restore former entry
Report: LIBRARY
Selection: All records

================================================================================

--------------------------------------------------------------------------------
Type report date or press Return:  89JUN15                          17K Avail.
```

Figure 9. The Monitor Screen Showing The Date Typed.

(10) Press the RETURN key once.

(11) Examine your monitor screen and compare it with the picture provided in Figure 10. You should see a message telling you the your document has been printed to the clipboard. This is your cue that it is time to move from the data base file an into your word processor file.

File: DOC.LIBRARY.03 PRINT THE REPORT Escape: Report Format
Report: LIBRARY
Selection: All records

The report is now on the clipboard,
and can be moved or copied into Word
Processor documents.

Press Space Bar to continue 29K Avail.

Figure 10. The Monitor Screen Showing The Printed To The Clipboard Message.

c. Moving To The Word Processor File.

(1) Press the OPEN-APPLE and the "Q" (quick switch) keys at the same time (see Figure 11).

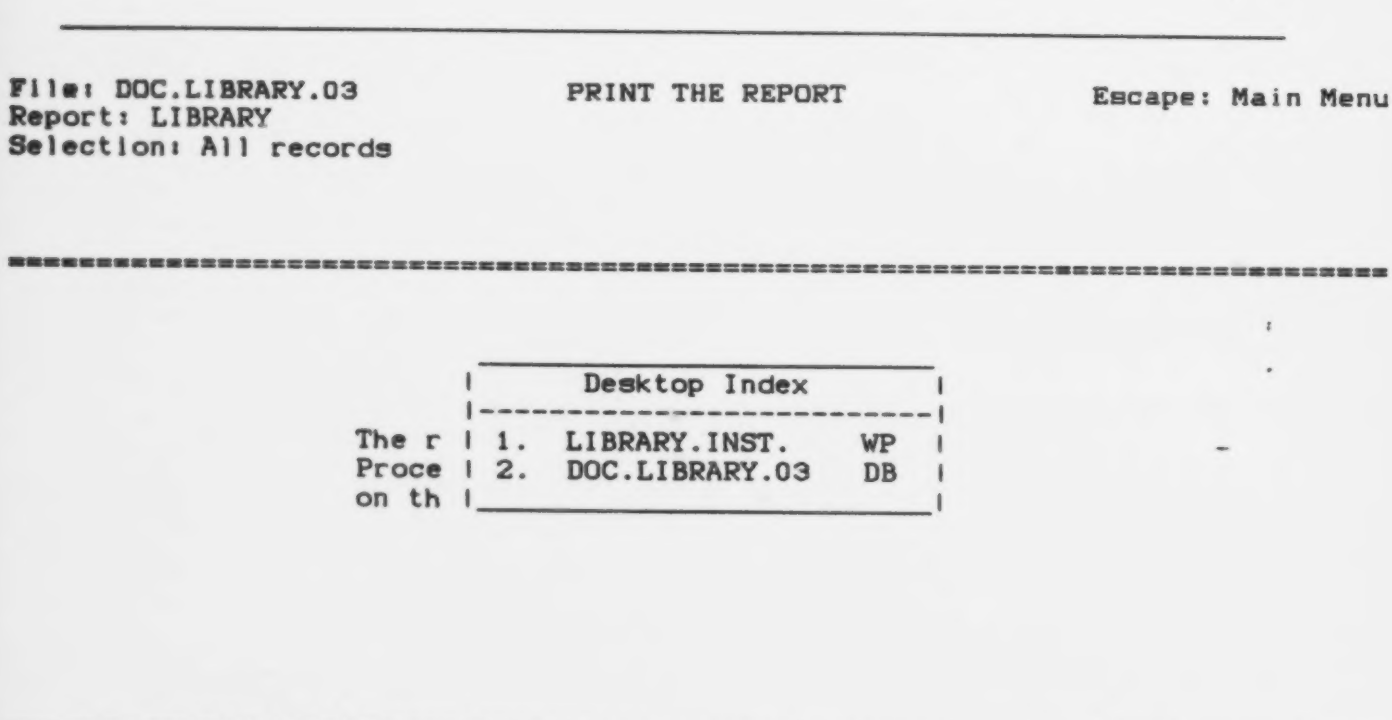

Figure 11. The Monitor Screen Showing The Quick Option Energized.

(2) Use the ARROW keys to highlight the word processor document into which you are merging your data base document.

(3) Press the RETURN key once. Your word processor file should appear on the monitor screen (see Figure 12).

File: LIBRARY.INST. REVIEW/ADD/CHANGE Escape: Main Menu

DOC. NO. 00021

^DOCUMENT LIBRARY USE INSTRUCTIONS^

^INTRODUCTION^

There are at least two purposes for the construction and use of a document library with personal computer documents. They are: (1) to serve as a running record of documents you have constructed, and; (2) to provide an easy means by which a particular document or category of documents may be retrieved, sometime after they have been completed, for further examination, modification or the like.

The library, whose construction is discussed below, uses the Appleworks program and the Appleworks database subprogram. The document library includes the following ten categories; DOC. NO; DOC. TYPE; KEY WORD; SUBJECT; TITLE; AUTHOR; DATE; DISK NO; DOC. FORM and; DOC. RCVR/USER and is

Type entry or use @ commands Line 1 Column 1 @-? for Help

Figure 12. The Monitor Screen Showing The Word Processor Document.

d. Document Merging Process.

(1) Use the ARROW keys and move the cursor to the location where you want the data base file to be located.

(2) Press the OPEN-APPLE and the "M" keys at the same time (see Figure 13).

File: LIBRARY.INST. MOVE TEXT Escape: Review/Add/Change

document number, then the data disk numbers should have at least one numeral more or less. Following this suggestion, the first data disk in the library might be numbered either 0001 or 000001. You will see the reason for this when you read the section of this document titled, ^LOCATING^ ^DOCUMENTS IN THE LIBRARY^

^DOCUMENT FORM (DOC. FORM:)^: The document form indicates whether the document is a letter, Rapidraft, memo, instruction, lesson plan and so on.

^DOCUMENT RECEIVER/USER (DOC. RCVR/USER:)^: The document user or receiver is the person or people the Author intended to have receive and or use the document. Some examples of people who might fall into this category are; All Hands, Petty Officer Jones, ecv, G-PO-3, D14(eee) and so on.

Move Text? Within document To clipboard (cut) From clipboard (paste)

Figure 13. The Monitor Screen After Selecting The Move Option.

(3) Use the RIGHT-ARROW key to highlight the, "From clipboard (paste)" option.

(4) Press the RETURN key once. Your data base file should have moved into the location where your cursor was set (see Figure 14).

```
File: LIBRARY.INST.              REVIEW/ADD/CHANGE              Escape: Main Menu
document number, then the data disk numbers should have at
least one numeral more or less.  Following this suggestion,
the first data disk in the library might be numbered either
0001 or 000001.  You will see the reason for this when you
read the section of this document titled, ^LOCATING^
^DOCUMENTS IN THE LIBRARY^

File:    DOC.LIBRARY.03
           Page  1
Report: LIBRARY
           89JUN15
DOC.  DO KEY WORD SUBJECT:      TITLE:        AUTHOR DATE:
DISK N DOC. FORM DOC.
----- -- -------- ------------ ------------ ------ ------
------ --------- -----
00001 WP Training FESEC Std Tn Instructions Schlen Sep  8
000001 Instructi LORST
00002 WP Training Communicatio Radiotelepho Schlen Sep  8
000001 Lesson Pl LORST
00003 WP Training Communicatio Messages     Schlen Sep  8
--------------------------------------------------------------------------------
Type entry or use @ commands                Line 87  Column  1       @-? for Help
```

Figure 14. The Monitor Screen After Moving The Data Base File From The Clipboard.

(5) If your data base file is so large that it wraps around on itself, not fitting in the available space, proceed to STEP 03; otherwise, jump to STEP 04.

03. Altering The Width Of The Data Base Information.

a. Using the ARROW keys, move the cursor to the row immediately above the beginning of the data base information.

b. Press the OPEN-APPLE and "O" keys at the same time (see Figure 15).

```
File: LIBRARY.INST.                PRINTER OPTIONS        Escape: Review/Add/Change
======|====|====|====|====|====|====|====|====|====|====|====|====|====|====|===
document number, then the data disk numbers should have at
least one numeral more or less.  Following this suggestion,
the first data disk in the library might be numbered either
0001 or 000001.  You will see the reason for this when you
read the section of this document titled, ^LOCATING^
^DOCUMENTS IN THE LIBRARY^

File:    DOC.LIBRARY.03
           Page  1
Report: LIBRARY
           89JUN15
    PW=8.0   LM=1.0   RM=1.0  CI=10  JU  PL=11.0  TM=0.0  BM=2.0  LI=6  SS
Option:               UJ: Unjustified     GB: Group Begin      BE: Boldface End
                      CN: Centered        GE: Group End        +B: Superscript Beg
PW: Platen Width      PL: Paper Length    HE: Page Header      +E: Superscript End
LM: Left Margin       TM: Top Margin      FO: Page Footer      -B: Subscript Begin
RM: Right Margin      BM: Bottom Margin   SK: Skip Lines       -E: Subscript End
CI: Chars per Inch    LI: Lines per Inch  PN: Page Number      UB: Underline Begin
P1: Proportional-1    SS: Single Space    PE: Pause Each page  UE: Underline End
P2: Proportional-2    DS: Double Space    PH: Pause Here       PP: Print Page No.
IN: Indent            TS: Triple Space    SM: Set a Marker     EK: Enter Keyboard
JU: Justified         NP: New Page        BB: Boldface Begin
```

Figure 15. The Monitor Screen After Selecting Word Processor Print Options.

c. Altering The Left Margin.

(1) Type, "LM."

(2) Press the RETURN key once.

(3) Type, "0.5".

(4) Press the RETURN key once. Examine your monitor screen and Figure 16.

```
File: LIBRARY.INST.                PRINTER OPTIONS        Escape: Review/Add/Change
======|====|====|====|====|====|====|====|====|====|====|====|====|====|====|===
      least one numeral more or less.  Following this suggestion,
      the first data disk in the library might be numbered either
      0001 or 000001.  You will see the reason for this when you
      read the section of this document titled, ^LOCATING^
      ^DOCUMENTS IN THE LIBRARY^
--------Left Margin:  0.5 inches

File:    DOC.LIBRARY.03
       Page  1
Report: LIBRARY
       89JUN15
     PW=8.0   LM=0.5   RM=1.0   CI=10   JU   PL=11.0   TM=0.0   BM=2.0   LI=6   SS
Option:                UJ: Unjustified      GB: Group Begin      BE: Boldface End
                       CN: Centered         GE: Group End        +B: Superscript Beg
PW: Platen Width       PL: Paper Length     HE: Page Header      +E: Superscript End
LM: Left Margin        TM: Top Margin       FO: Page Footer      -B: Subscript Begin
RM: Right Margin       BM: Bottom Margin    SK: Skip Lines       -E: Subscript End
CI: Chars per Inch     LI: Lines per Inch   PN: Page Number      UB: Underline Begin
P1: Proportional-1     SS: Single Space     PE: Pause Each page  UE: Underline End
P2: Proportional-2     DS: Double Space     PH: Pause Here       PP: Print Page No.
IN: Indent             TS: Triple Space     SM: Set a Marker     EK: Enter Keyboard
JU: Justified          NP: New Page         BB: Boldface Begin
```

Figure 16. The Monitor Screen After Changing The Left Margin To 0.5 Inches.

(5) Type, "RM."

(6) Press the RETURN key once.

(7) Type, "0.5".

(8) Press the RETURN key once. Examine your monitor screen and Figure 17.

```
File: LIBRARY.INST.                PRINTER OPTIONS        Escape: Review/Add/Change
======|====|====|====|====|====|====|====|====|====|====|====|====|====|====|===
     the first data disk in the library might be numbered either
     0001 or 000001.  You will see the reason for this when you
     read the section of this document titled, ^LOCATING^
     ^DOCUMENTS IN THE LIBRARY^
--------Left Margin:  0.5 inches
--------Right Margin:  0.5 inches

File:    DOC.LIBRARY.03
 Page  1
Report: LIBRARY
 89JUN15
    PW=8.0  LM=0.5  RM=0.5  CI=10  JU  PL=11.0  TM=0.0  BM=2.0  LI=6  SS
Option:             UJ: Unjustified     GB: Group Begin      BE: Boldface End
                    CN: Centered        GE: Group End        +B: Superscript Beg
PW: Platen Width    PL: Paper Length    HE: Page Header      +E: Superscript End
LM: Left Margin     TM: Top Margin      FO: Page Footer      -B: Subscript Begin
RM: Right Margin    BM: Bottom Margin   SK: Skip Lines       -E: Subscript End
CI: Chars per Inch  LI: Lines per Inch  PN: Page Number      UB: Underline Begin
P1: Proportional-1  SS: Single Space    PE: Pause Each page  UE: Underline End
P2: Proportional-2  DS: Double Space    PH: Pause Here       PP: Print Page No.
IN: Indent          TS: Triple Space    SM: Set a Marker     EK: Enter Keyboard
JU: Justified       NP: New Page        BB: Boldface Begin
```

Figure 17. The Monitor Screen After Changing The Right Margin To 0.5 Inches.

(9) Press the ESC key once. Your monitor screen should appear similar to the picture shown in Figure 18.

```
File: LIBRARY.INST.              REVIEW/ADD/CHANGE              Escape: Main Menu
=====|====|====|====|====|====|====|====|====|====|====|====|====|====|===
     document number, then the data disk numbers should have at
     least one numeral more or less.  Following this suggestion,
     the first data disk in the library might be numbered either
     0001 or 000001.  You will see the reason for this when you
     read the section of this document titled, ^LOCATING^
     ^DOCUMENTS IN THE LIBRARY^

File:    DOC.LIBRARY.03
 Page  1
Report: LIBRARY
 89JUN15
DOC.  DO KEY WORD SUBJECT:      TITLE:          AUTHOR DATE:  DISK N DOC.
FORM DOC.
----- -- -------- ------------ ------------ ------ ------ ------
--------- -----
00001 WP Training FESEC Std Tn Instructions Schlen Sep  8 000001
Instructl LORST
00002 WP Training Communicatio Radiotelepho Schlen Sep  8 000001
Lesson Pl LORST
00003 WP Training Communicatio Messages     Schlen Sep  8 000001
-------------------------------------------------------------------------
Type entry or use 9 commands              Line 88  Column  1       9-? for Help
```

Figure 18. The Monitor Screen After Exiting The Print Option Function.

(10) If you do not see left and right margin information printed on ths screen, press the OPEN-APPLE and the "Z" keys at the same time.

(11) Move the cursor to the row directly following the last data base informatiom.

(12) Press the OPEN-APPLE and the "O" keys at the same time and using the same procedure as you used to make the margins narrower, restore each margin to 1 inch.

(13) Press the ESC key. Your monitor screen should now appear similar to the example shown in Figure 19.

```
File: LIBRARY.INST.              REVIEW/ADD/CHANGE              Escape: Main Menu
======|====|====|====|====|====|====|====|====|====|====|====|====|====|====|===
00012 WP Training Records        Records of T Schlen Dec  6 000002
Letter    LORST
00013 WP Training Lesson Plans   Use of Stand Schlen Dec  7 000002
Letter    LORST
00014 WP Training Training Gui   FESEC LORSTA Schlen Dec 19 000002
Letter    LORST
00015 WP Training Training Gui   FESEC LORSTA Schlen Dec 21 000002
Letter    LORST


     ^DOCUMENT FORM (DOC. FORM:)^:  The document form indicates
     whether the document is a letter, Rapidraft, memo,
     instruction, lesson plan and so on.

     ^DOCUMENT RECEIVER/USER (DOC. RCVR/USER:)^:  The document
     user or receiver is the person or people the Author intended
     to have receive and or use the document.  Some examples of
     people who might fall into this category are; All Hands,
     Petty Officer Jones, ecv, G-PO-3, D14(eee) and so on.
-------------------------------------------------------------------------------
Type entry or use @ commands          Line 130  Column  6      @-? for Help
```

Figure 19. The Monitor Screen Showing The Altered Data Base Information.

04. Additional Help. If you need additional help altering your file, press the OPEN-APPLE and the "?" keys at the same time and or consult the AppleWorks instruction manual that accompanied the program when it was purchased.